

**Phoenix Program
Process Definition – General Ledger**

Process	<i>Review Allotment Request</i>
Process Number	<i>BD – 039A</i>

Description of Process

Reviewing the allotment request data online in one way of verifying the data that was copied.

Input to Process

Enter values for the budget row(s) you want to adjust or inquire on.

Output of Process

Data you want to adjust or inquiry on displayed.

Service Level Agreement Required? (if yes, provide a brief description)

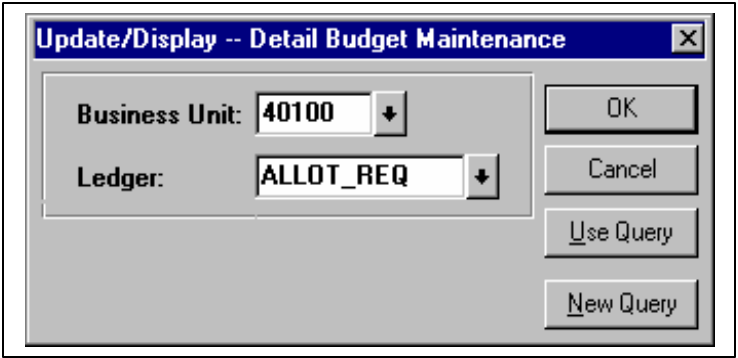
N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Adjust Standard Budgets, Use, Detail Budget Maintenance	Detail Budget Maintenance

Phoenix Program Process Definition – General Ledger

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Display Panel</u></p> <p>Go > Process Financial Information > Adjust Standard Budgets > Use > Detail Budget Maintenance</p> <div data-bbox="263 596 997 951"></div> <p>BUSINESS UNIT should be your agency number</p> <p>LEDGER should be ALLOT_REQ</p> <p>Click OK</p>	Agency

Phoenix Program Process Definition – General Ledger

Step 2: Entering Chartfield Combination

Agency

Adjust Standard Budgets - Use - Detail Budget Maintenance

File Edit View Go Favorites Use Process Inquire Report Help

Adjust Budgets

Unit: 40100 Ledger: ALLOT_REQ Allotment Request Fiscal Year: 2000

ChartFields

ACCOUNT	%
FUND_CODE	%
DEPTID	%
PROGRAM_CODE	%
APPROPRIATION_NBR	%
BUDGET_YEAR	%
PROJECT_ID	%
JOBCODE	%
SCENARIO	AL010102
CURRENCY_CD	%
STATISTICS_CODE	%

FN70DEV ChartFields Update/Display

- Enter the Fiscal Year
- Enter the Scenario you copied data to
- Click the flashlight icon in the upper left section of the panel

All the rows associated with the scenario entered will appear in a new panel.

Adjust Standard Budgets - Use - Detail Budget Maintenance

File Edit View Go Favorites Use Process Inquire Report Help

Unit: 40100 Ledger: ALLOT_REQ Allotment Request Fiscal Year: 2000

ChartFields ☐ Adjust multiple rows

Job Code	Scenario	Org	Program	Sub-Cls	BY	Prj/Grt	Total Amount
000001	AL010102	401A15	01000		2000	ALL	270,664.00
000001	AL010102	401A16	01000		2000	ALL	412.00
000001	AL010102	401A16	64016		2000	ALL	439,260.00
000001	AL010102	401A17	01000		2000	ALL	131,136.00
000001	AL010102	401A17	60001		2000	ALL	716,068.00
000001	AL010102	401A18	01000		2000	ALL	2,004,072.00

FN70DEV Data by Year Update/Display

Phoenix Program Process Definition – General Ledger

Agency

Step 3: Adjust Rows (If necessary)

Per	Acct	Fund	Org	Program	Sub-Cls	BY	Amount
1	000001	A	401A15	01000		2000	67,666.00
	ALL			AL010102	USD		
2	000001	A	401A15	01000		2000	67,666.00
	ALL			AL010102	USD		
3	000001	A	401A15	01000		2000	67,666.00
	ALL			AL010102	USD		
4	000001	A	401A15	01000		2000	67,666.00
	ALL			AL010102	USD		

Current: 270,664.00 **Revised:** 270,664.00 **Change:** **% Change:**

FN70DEV Data by Period Update/Display

- If you wish to

Agency

Forms Used with Process (#)

Phoenix Program
Process Definition – General Ledger

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested